

Washington County

Job Description



Title:	Correctional Deputy	Code:	
Division:	Corrections	Effective Date:	11/11
Department:	Sheriff	Last Revised:	07/15
Career Serv:	Yes	FLSA:	Yes

GENERAL PURPOSE

Performs a variety of professional law enforcement duties related to the security, safety, order, operation and maintenance of county jail facilities (including incarceration and detention of inmates), court security, inmate transport and work crews as assigned.

SUPERVISION RECEIVED

Works under the direct supervision of a Corrections Sergeant or assigned supervising officer, and general supervision of the Lieutenant, Chief Deputy Undersheriff and Sheriff.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

General: Supervises inmates in county jail, off site, in transport, or on outside work crews in accordance with established policies, regulations and procedures while assuming responsibility for all needs (physical, medical, etc.) of the inmates during detention; resolves inmate disputes.

Performs duties that actively prevent or detect crime and enforce criminal statutes or ordinances of the State of Utah or any of its political subdivisions.

Observes conduct and behavior of inmates to prevent disturbances and escapes; documents observations; searches inmates and cells for contraband articles; patrols assigned areas for evidence of prohibited activities, infractions of rules, unsatisfactory attitudes of inmates, or improper or unsatisfactory inmate adjustment to the correctional environment and rules; reports observations to supervisor; performs inmate supervision including during transport, recreation and meal periods; restrains physically violent inmates; employs physical force or weapons if necessary to maintain safety and order of the public, the inmates, and the facility.

Inspects: locks, window bars, grills, doors, gates, and other areas for tampering or other suspicious circumstances.

Corrections Booking/Housing: In addition to the above-listed general duties, performs various tasks associated with inmate admissions; books inmates; reviews offense status and classification (violent, non-violent, etc.) to determine appropriate level of security and confinement; computer enters court commitments, releases, bail, and related inmate information into electronic management system.

Secures all valuables and/or belongings and follows standard procedures designed for the disposing or maintaining of the same; orders and serves meals to inmates and provides or obtains medical aid if needed; operates inmate commissary; acts as inmate librarian.

Prepares arrest records including reports, bookings, releases, fingerprinting and photographs (identifying the prisoner and charges against him/her); assists in the maintenance of various records and information reporting materials and data base.

Work Crews: In addition to the above-listed general duties, transports and supervises inmates while working in the community.

Transport (may be assigned under Patrol or Corrections): In addition to the above-listed general duties, coordinates with records control center and transport coordinator as needed to monitor the current status transport assignments; organizes transport schedules shuttling adult and juvenile inmates to various scheduled appearances or appointments, e.g., court hearings, medical treatment, pharmacies,

psychological evaluations, and between jail facilities; performs extradition of individuals arrested under a county warrant; coordinates with various local, state and federal agencies as needed.

Bailiff/Court Security (may be assigned under Patrol or Corrections): In addition to the above-listed general duties, performs a variety of full performance security and courtroom processing tasks specific to maintaining courtroom order and ensuring that courtroom processes are adhered to; serves as security officer for the protection of county personnel and facilities. Functions in arraignments held in the Justice Court; acts as an official custodian of the courtroom.

Assists witnesses, litigants, and public by answering questions about court procedures, but does not give legal advice or discuss merits of case on trial.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduate from high school, or GED; a citizen of the United States;

AND

B. No Experience Necessary.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of modern office practices and procedures, grammar, spelling and punctuation; dispatch communication equipment; elementary first aid techniques and procedures; clerical processes and procedures; standard office equipment and machinery.

Ability to communicate effectively both verbally and in writing; establish and maintain working relationships with inmates, the public and other departments; restrain physically violent prisoners; react quickly to various situations under conditions of stress.

3. Special Qualifications:

Must be at least 21 years of age. Must pass an extensive background investigation. Must possess a valid Utah State Driver's License. Must be Corrections P.O.S.T. certified within one year of date of appointment. Must work rotating shifts including weekends. Must work on-call 24 hours. Must complete 40 hours of training per year to maintain certification.

4. Work Environment:

Many functions of the work pose high degree of hazard uncertainty; job places life or personal safety at risk; must respond to situations involving threats to public safety and make emergency decisions affecting the lives and health of others. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application required, e.g., memory for details, emotional stability, discriminating thinking, creative problem solving, continuous use of motor skills.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)